

# SAGE 50CLOUD ACCOUNTS

## CHECKLIST OF TASKS FOR THE LAST QUARTER OF THE FINANCIAL YEAR ENDING 31.8.2022

	Comments	Done
<b><u>Sage 50 Software</u></b>		
Version upgraded to V28.0.!!!		
Variant is Sage 50cloud Accounts		
Activate remote data access and set accountant up with RDA		
Activate Bank Feeds and use it to reconcile the bank accounts		
<i>Ensure that source documents are clearly showing what Department Grant is being used to finance the purchases</i>		
<b><u>Nominal Module</u></b>		
<b>Read Guideline re New Codes in COA</b>		
At least create the codes needed currently for Bank receipts & payments		
<b>School Library Books Capital Grant</b>		
<ul style="list-style-type: none"> <li>• Create a unique Department</li> </ul>		
<ul style="list-style-type: none"> <li>• CODE 3155</li> </ul>		
<ul style="list-style-type: none"> <li>• Code 4641</li> </ul>		
<ul style="list-style-type: none"> <li>• Code 2161</li> </ul>		
<ul style="list-style-type: none"> <li>• Amend Code 4640</li> </ul>		
<b><u>Plan is to have all new codes created in Sage 50 by Aug Year end</u></b>		
Accounts file for 2021/2022 – Never too early to create one		
<b>Create a Department for the Digital Grant received in Dec 2021</b>		
<ul style="list-style-type: none"> <li>• Assign Dept against Grant and Expenditure transactions</li> </ul>		
<ul style="list-style-type: none"> <li>• Read FSSU Guideline 34 to understand what costs are allowable</li> </ul>		
Remember Income in advance should be coded to 2105 using Departments		
Monitor spending of ringfenced Grants & school Income		
Monitor the spending of Covid Grants for 2021/2022. Unspent amounts will have to be refunded to the Dept in Sept 2022		